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66-71

SSA 65-2164  
DD/S 65-5811

18 JAN 1966

**MEMORANDUM FOR:** Executive Director-Comptroller

**SUBJECT :** Inspector General's Survey of Travel Administration

**REFERENCE :** Memo dtd 16 Nov 65 to DD/S fr Ex.Dir.-Compt., same subject *FR 65-6713/2*

1. I have reviewed the Inspector General's November 1965 survey of travel administration and, per your memorandum, I am submitting my comments on the recommendations made by the Inspector General.

2. The following comments are keyed to the recommendations made in paragraph 15 of the survey:

a. I agree that travel authorizing officials throughout the Agency do need additional guidance in the use of their authorities so that we may achieve a maximum uniformity in travel authorizations. However, I believe that a written guidance which each authorizing official could have readily available would be more effective than periodic meetings with the Director of Finance. To this end, I will, upon your approval, direct the Director of Finance to prepare such written guidelines for issuance to all Agency authorizing officials in the near future.

b. I question whether, given present personnel strength, the Central Travel Branch is in a position to prepare the statistical reports called for in this recommendation without significantly detracting from the efficiency and timeliness of their primary functions. As an alternative to this recommendation, I will, with your concurrence, direct the Central Travel Branch to bring to my personal attention instances where, in their opinion, travel orders or vouchers deviate significantly from the norm in the granting or claiming of special travel benefits or where Central Travel Branch is of the opinion that

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significant trends by offices or components in this regard are developing. Upon receipt of such information, I believe I would be in a position to ensure the validity of such authorizations or to take prompt corrective action.

c. Here, as in (b) above, I believe the routine statistical reports should not be called for, but that alternately I should be advised of significant situations.

d.  issued on 9 September 1965, will provide for the uniform treatment of all cases where travel short of tour is involved. I do not believe that action other than administration of this regulation is required.

3. I would appreciate receiving your concurrence in the alternative actions I have proposed above.

SIGNED R. L. BANNERMAN

R. L. Bannerman  
Deputy Director  
for Support

CONCUR:

/s/ L. K. White

14 FEB 1966

L. K. White  
Executive Director-Comptroller

Date

Distribution:

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66-7/1

1 February 1966

**MEMORANDUM FOR: Mr. Knoche****Hank:**

With respect to the DDS memorandum of 8 January containing comments on the recommendations in the survey of travel administration, I offer the following comments, keyed to the DDS comments:

a. We believe this is an acceptable alternative to our recommendation. While we do not think it will be quite as effective as periodic meetings such as we propose, it will be simpler to administer and will come close to achieving the same objective.

b. We do not believe that the statistical reports which we recommend would constitute any undue burden on the Central Travel Branch. When we discussed this proposal with the Chief, CTB, he assured us there would be no problem in carrying it out and in fact welcomed the idea. However, if the DDS would prefer to handle this recommendation as he proposes it certainly would be a step in reducing travel inequities.

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We believe a useful purpose will be served if this recommendation is implemented, at least for several quarters. Possibly after that we may find that the report required can be discontinued.

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d. The DDS is quite correct in stating that  issued on 9 September 1965 provides for the uniform treatment of all cases where travel short of tour is involved. However, at the time of the survey we were not convinced that the provisions of this regulation were being implemented in each instance. Subsequently we have determined that action being taken on an IG recommendation contained in our survey of the Office of Personnel will accomplish the same purpose we hoped to obtain as a result of recommendation d in the travel administration survey.

To sum up, then, the DDS response gives me no problems with the exception of paragraph c which is, I hope, explained above.

J. S. Earman  
Inspector General

Attachments

03/05/05 : CIA-RDP80B01676R000300080010

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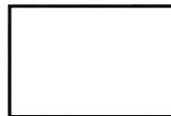
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
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## Remarks:

Jack:

Would appreciate your comments on the attached.



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O/Executive Director/HKnoche

10 Jan 66

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